

## **FISH AND WILDLIFE REVIEW (INSTRUCTIONS FOR ADMINISTRATIVE PROCESSING)**

A FISH & WILDLIFE REVIEW is required for any project impacting rivers, streams, and/or wetlands, or having special environmental mitigation measures. If the project impacts (1.) a solid blue line on the U.S.G.S. quad map or (2.) an intermittent blue line with a crossing span of 6.1m (20 ft.) or greater a FISH & WILDLIFE REVIEW is required. The FISH AND WILDLIFE REVIEW is prepared in order to advise individuals on the distribution list of environmentally critical data which relates to the subject project. It also serves to ensure that the project designer reviews all pertinent documents with respect to the subject project's impact on the environment.

It is the responsibility of the project designer to prepare the FISH & WILDLIFE REVIEW. The process to achieve that goal is as follows:

1. When submitting Preliminary Field Check Plans, the designer shall also submit for preliminary woody revegetation review.
2. After receipt of the preliminary woody revegetation review and the environmental document, the project designer shall prepare the Fish and Wildlife Review, using the instructions for completing it. Information necessary to complete the Fish and Wildlife Review can be found in the preliminary plans, the environmental document, woody revegetation review, and various early coordination letters.
3. Designer transmits 1 original and 3 copies of the Fish and Wildlife Review along with 1 set of plans without cross-sections to the INDOT Project Coordinator.
4. The coordinator will transmit 1 original and 2 copies of the Fish and Wildlife Review and 1 set of plans to the Environmental Assessment Section.
5. The Environmental Assessment Section will review the document and notify the project coordinator whether it is acceptable or revisions are needed. If it is acceptable, the Environmental Assessment reviewer signs all copies and returns the original to Design's project coordinator (step 6); otherwise the Environmental Assessment reviewer will note necessary revisions and return to Design's project coordinator who will have the designer revise the document and resume the process at step 3.
6. The project coordinator will have the designer (if consultant) distribute the Fish and Wildlife Review. For in-house designed projects, the project coordinator will distribute the Fish and Wildlife Review.
7. If a person on the distribution list discovers an error in the document, he/she will contact the designer to have the error corrected.

Questions concerning the Fish and Wildlife Review process should be directed to the INDOT project coordinator.

**\*\*NOTE\*\*:** If you are working on an LPA project, these instructions apply with one change: wherever you see (INDOT/Div. of Design) project coordinator, read Local Transportation Section project coordinator.

SAMPLE (INSTRUCTIONAL COPY) SAMPLE (INSTRUCTIONAL COPY)

Intra-Department Communication Memo

or

consultant company letterhead

**FISH AND WILDLIFE REVIEW**

\_\_\_\_(1)\_\_\_\_\_, date

IDNR No.: \_\_\_\_\_(2)\_\_\_\_\_

Des. No.: \_\_\_\_\_(3)\_\_\_\_\_

Bridge File: \_\_\_\_\_(4)\_\_\_\_\_

Project No.: \_\_\_\_\_(5)\_\_\_\_\_

Road: \_\_\_\_\_(6)\_\_\_\_\_

Over: \_\_\_\_\_(7)\_\_\_\_\_

County: \_\_\_\_\_(8)\_\_\_\_\_

**ITEMS REVIEWED ARE LISTED BELOW:**

EXISTING R/W WIDTH: \_\_\_\_\_(9)\_\_\_\_\_

MAXIMUM R/W WIDTH: \_\_\_\_\_(10)\_\_\_\_\_

PROJECT LENGTH: \_\_\_\_\_(11)\_\_\_\_\_

INCIDENTAL CONST. LENGTH: \_\_\_\_\_(12)\_\_\_\_\_

BRIDGE LENGTH: \_\_\_\_\_(13)\_\_\_\_\_

CHANGE IN HORIZONTAL ALIGNMENT: \_\_\_\_\_(14)\_\_\_\_\_

\_\_\_\_\_

CHANGE IN VERTICAL ALIGNMENT: \_\_\_\_\_(15)\_\_\_\_\_

\_\_\_\_\_

BELOW LOW WATER WORK IN ACTUAL FLOW CHANNEL UNDER THE BRIDGE (piles, piers,  
channel clearing): \_\_\_\_\_(16)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHANNEL RELOCATION: \_\_\_\_\_(17)\_\_\_\_\_

\_\_\_\_\_

OTHER: \_\_\_\_\_(18)\_\_\_\_\_

\_\_\_\_\_

TEMPORARY R/W WIDTH BEYOND PERMANENT R/W LIMITS AT THE STREAM CROSSING:

\_\_\_\_\_ (19) \_\_\_\_\_

\_\_\_\_\_

DISTANCE OF VEGETATION CLEARING FROM EDGE OF BRIDGE (COPING) TO  
CONSTRUCTION LIMITS (ALL QUADRANTS):

1.) \_\_\_\_\_(20)\_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

4.) \_\_\_\_\_

SAMPLE (INSTRUCTIONAL COPY) SAMPLE (INSTRUCTIONAL COPY)

FISH AND WILDLIFE REVIEW (continued)

\_\_\_\_(1)\_\_\_\_, date

Des. No.: \_\_\_\_ (3) \_\_\_\_\_

Bridge File: \_\_\_\_ (4) \_\_\_\_\_

Road: \_\_\_\_ (6) \_\_\_\_\_

(continuation of items reviewed)

IS RIPRAP EXTENDED LOW WATER? \_\_\_\_ (21) \_\_\_\_\_

EROSION CONTROL METHODS: \_\_\_\_ (22) \_\_\_\_\_

FISH POOL/SEDIMENT TRAP: \_\_\_\_ (23) \_\_\_\_\_

DESCRIPTION OF WETLANDS INVOLVED: \_\_\_\_ (24) \_\_\_\_\_

DETOUR OR TEMP. RUNAROUND: \_\_\_\_ (25) \_\_\_\_\_

WORK CAUSEWAY: \_\_\_\_ (26) \_\_\_\_\_

SEED MIXTURES: \_\_\_\_ (27) \_\_\_\_\_

WOODY REVEGETATION: \_\_\_\_ (28) \_\_\_\_\_

MITIGATION: \_\_\_\_ (29) \_\_\_\_\_

\_\_\_\_ (30) \_\_\_\_\_

SIGNATURE NAME BLOCK  
TITLE

\_\_\_\_ (31) \_\_\_\_ / \_\_\_\_\_

Reviewed and ready for distribution:

\_\_\_\_ (34) \_\_\_\_\_

Environmental Assessment Section

cc: Bill Maudlin, IDNR  
Supervisor (35) USF&W  
IDEM, Office of Water Management (P.O. Box 6015, Indianapolis, IN 46206-6015)  
\_\_\_\_ (32) \_\_\_\_ / \_\_\_\_\_  
Carole Scott  
\_\_\_\_ (33) \_\_\_\_ / \_\_\_\_\_

## **FISH AND WILDLIFE REVIEW (INSTRUCTIONS FOR COMPLETING)**

The FISH AND WILDLIFE REVIEW is completed by the project's designer. It should be on either INDOT Intra-Department Memorandum letterhead or on company letterhead if completed by a consulting firm. Guidance for completing each entry on the F&W Review is noted below:

- (1) Self-explanatory.
- (2) Insert IDNR Project File number found on the IDNR early coordination letter (e.g. "2733").
- (3) (4) Self-explanatory.
- (5) Always use "CN" project number.
- (6) (7) (8) Self-explanatory.
- (9) Insert existing R/W width.
- (10) Insert maximum proposed R/W width & note location of same (e.g. "20 m either side of centerline (total = 40 m) @ proposed bridge site").
- (11) Insert mainline length of project, do not include incidental construction (e.g. "300 m").
- (12) Insert length of incidental construction at each end of project (e.g. "20 m @ East end & 25 m @ West end of project").
- (13) Insert length of bridge (out-to-out).
- (14) Insert description of change in project's horizontal alignment at environmentally sensitive locations (e.g. "No change" or "Maximum change = 15 m Eastward @ bridge site & 5 m @ wetlands site").
- (15) Insert description of change in project's vertical alignment at environmentally sensitive locations (e.g. "No change" or "Maximum change = +2 m @ bridge site").
- (16) Insert description of anticipated work which is to occur in the main channel below the low water elevation (e.g. "Installation of piles; excavation for & construction of one pier footing; placement of backfill necessary due to foundation excavation; and placement & removal of temporary fill for cofferdam & work causeway" or "excavation of stream bed and placement of bedding material & bottom element of precast box culvert").
- (17) Insert description, length and maximum lateral distance of any planned channel relocation.
- (18) Insert description of any work not mentioned in (17) which may effect the waterway or wetlands located in the project area (e.g. "New shoulder embankment will extend 3 m beyond existing toe-of-slope covering wetlands at that location").
- (19) Insert description of temporary R/W limits in the vicinity of the stream and why temporary R/W take is necessary (e.g. "Temporary R/W to extend 15 m East of permanent R/W @ bridge for temporary runaround").
- (20) Insert distances scaled from the plans.
- (21) Insert a "Yes" or "No" answer.

**FISH AND WILDLIFE REVIEW**  
**(INSTRUCTIONS FOR COMPLETING): continued**

- (22) Insert description of temporary erosion control methods (for example, riprap check dams, perimeter protection, sediment trap, etc.) to be used during construction of the subject project. Any additional or unusual erosion control feature planned in the project's scope-of-work should be described (e.g. "erosion control blankets").
- (23) Insert information from the environmental document. (For example, "A sediment trap will be constructed 5 m downstream of the bridge").
- (24) Insert information from the environmental document. Provide the wetlands type and location.
- (25) Insert choice (e.g. "Detour" or "Run-around").
- (26) Identify if a work causeway will be constructed. Note on which side of the road it will be built.
- (27) Insert description & boundaries of the various types of seed mixtures to be used in the project (e.g. "Seed Mixture-Type R within const. limits, Seed Mixture-Type CV on slopes  $\geq 3:1$  & Seed Mixture-Legume Type 2 where necessary outside of const. limits").
- (28) Insert status of Woody Revegetation Review (e.g. "Rick Phillabaum conducted preliminary review on 9-18-95; Final Woody Revegetation Review required: YES / NO").
- (29) Insert information from the environmental document. List what mitigation will be done that is unique to the project. Measures contained in the Standard Specifications for all projects should not be listed.
- (30) Insert signature of responsible engineer. Ensure legible label of responsible engineer & their job title is below signature line.
- (31) Insert initials of author followed by typist initials if necessary.
- (32) Insert name & company of origin of design (e.g. "William T. Sherman/Wilder Engineering").
- (33) Insert name of INDOT Design Development Section Manager & INDOT Project Manager responsible for the project.
- (34) Designer leaves blank. Environmental Assessment Section reviewer signs here.
- (35) Acting Supervisor for Bloomington office; Ms. Elizabeth McCloskey for Warsaw office. The Fish and Wild Review should be sent to the Warsaw office for projects in the following counties: Allen, Dekalb, Elkhart, Fulton, Jasper, Kosciusko, LaGrange, Lake, LaPorte, Marshall, Newton, Noble, Porter, Pulaski, St. Joseph, Starke, Steuben, and Whitley. Reviews for projects in all other counties should be sent to the Bloomington office.